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U.S. DEPT. OF AGRICULTURE.

Regulations governing appointment
to positions of mere unskilled laborer
... [1302]

UNITED STATES DEPARTMENT OF AGRICULTURE
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United States Department of Agriculture.

REGULATIONS GOVERNING APPOINTMENT TO POSITIONS OF MERE UNSKILLED LABORER UNDER THE DEPARTMENT OF AGRICULTURE IN THE DISTRICT OF COLUMBIA.

In the exercise of power vested in the President by the Constitution and by section 1753 of the Revised Statutes, the following regulations governing appointment to positions of mere manual unskilled laborer under the Department of Agriculture in the District of Columbia, having been recommended by the Secretary of Agriculture and the Civil Service Commission, are hereby approved and promulgated, to be effective from and after July 2, 1902:

1. These regulations shall not have the effect of bringing positions of mere laborer within the provisions of the Act of January 16, 1883, known as the civil-service act, or of the rules in pursuance thereof; but the system of appointments hereby established shall be separate and distinct from the classified service.

2. No person shall be appointed to, or employed in, any position of mere laborer under the Department of Agriculture in the District of Columbia except in accordance with these regulations.

3. The Secretary of Agriculture shall appoint a board of labor employment of not less than three members, who shall be officers or employees of the Department of Agriculture, and who shall be divided as nearly as practicable between different political parties.

4. Each applicant shall make application on a form prescribed by the Board of Labor Employment and approved by the Civil Service Commission, showing his age, physical condition, and other qualifications for the performance of mere manual labor, as indicated by his past occupations. The form of application shall be accompanied by certificates, or vouchers, from three reputable citizens who have knowledge of and are competent to testify as to the applicant's character and qualifications for performing manual labor.

5. Political or religious affiliations of applicants shall not be given any consideration whatever, nor shall political indorsements be received or entertained.

6. Applications of persons over 65 years of age will not be considered, except of honorably discharged United States soldiers or sailors of the civil war or of the Spanish-American war and of those entitled to the benefits of section 1754, Revised Statutes.

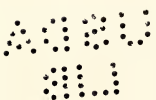
7. Applications shall not be received from persons who are badly crippled or deformed, or from persons who are not citizens of the

United States; applicants who claim citizenship through naturalization shall be required to submit to the board documentary proof of their naturalization.

8. Applications shall be received by the Board of Labor Employment at any time. On the first of January and the first of July of each year the board shall determine the relative fitness of each applicant who has filed his application in complete form within the six months preceding; the rating or determination of relative fitness shall be made on a scale of 100 and based upon a careful consideration of the applicant's age, his physical qualifications for performing mere manual labor, and his ability and adaptability to perform such labor, special consideration being given any former service as laborer in the Department. In rating an applicant no credit shall be given for any qualifications which he may possess other than those for the performance of manual labor, as above enumerated. The fact that an applicant can not read and write shall not be considered in determining his rating. Whenever in any case the board is unable to determine satisfactorily the rating of an applicant upon the information furnished in connection with the application, it may secure such further information as it may desire in respect to the applicant's character or ability, and may summon the applicant to appear personally before the board or its representative: *Provided*, That all information or matter which is given any consideration in determining the rating shall be reduced to writing and made a part of the applicant's papers. All applicants who receive a rating of 70 or more shall be deemed eligible. Whenever it may be necessary, in order to supply qualified persons for appointment, the board may at any time between January 1 and July 1 rate all applicants whose applications may be at such time on file and unrated.

9. As soon as the board has completed the rating of applicants for any period, as provided in section 8 of these regulations, it shall enter upon the register of eligibles the names of all those whom it has determined, in accordance with said section, to be eligible for the performance of mere manual labor, arranged in the order of relative fitness, with the highest first: *Provided*, That the names of eligibles who are entitled to preference under section 1754 of the Revised Statutes shall be placed at the head of the register in the order of their ratings. Separate registers of eligibles shall be kept, one for males and one for females. The period of eligibility shall be one year from the date on which the name of an eligible is entered on the register.

10. Whenever the Secretary of Agriculture desires to fill, by original appointment, an existing vacancy in the position of mere manual laborer, upon his request the Board of Labor Employment shall certify





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to him from the male or female register, as indicated in the request, the three names at the head thereof which have not been three times certified. Of the three names certified the Secretary of Agriculture shall select one for appointment, and if, at the time of the selection, there are more vacancies than one, he may select more than one. The policy of the Department will be to select for appointment the highest of the three names certified, unless, for some reason satisfactory to the Department, it is deemed best to select one of the others. A person selected for appointment shall receive a certificate for a probationary period of six months, at the end of which period, if his conduct and capacity are satisfactory to the Secretary of Agriculture, his retention in the service shall be equivalent to his absolute appointment; but if his conduct or capacity be not satisfactory, he shall be notified that he will not receive absolute appointment because of such unsatisfactory conduct or want of capacity, and such notification shall discharge him from the service. Removal during the probationary period or after absolute appointment shall be made without any regard to political or religious affiliations. Whenever a person is separated from the position of mere manual laborer for any reason, he shall be given what may be known as a separation card, upon which shall be entered a statement of the reasons for his separation and of the character of service rendered by him.

11. Persons appointed through certification by the Board of Labor Employment under these regulations shall not be assigned to the performance of any clerical duty or of any duty properly belonging to any position classified under the civil-service law; and the compensation paid to any person appointed under these regulations shall not exceed fifty dollars per month or six hundred dollars per annum.

12. The records of the Board of Labor Employment shall at all times be open to the inspection of the Civil Service Commission or its authorized representatives.

13. In connection with his monthly report of changes to the Commission the Secretary of Agriculture shall certify whether any person holding a position of mere manual laborer under these regulations has been assigned to clerical duty or any other duty properly belonging to a position classified under the civil-service law.

14. The Civil Service Commission, whenever it shall find that any person is holding a position contrary to the provisions of these regulations, shall, after notice to the person affected and an opportunity for explanation or other statement, certify information of the fact of such irregularity to the Secretary of Agriculture, and then if such person be not dismissed within thirty days, to the disbursing and auditing officers through whom the salary or wages of such person is by law required to be paid; and thereafter such disbursing or

auditing officers shall not pay or permit to be paid to such person any salary or wages which accrue after such certificate has been received by him.

15. These regulations may be amended either by the President or by the concurrent action of the Secretary of Agriculture and the Civil Service Commission.

THEODORE ROOSEVELT,
President.

JAMES WILSON,
Secretary of Agriculture.

Dated July 2, 1902.

